

could include copies of newspaper notices; radio announcements; letters to local schools, colleges, universities, local professional organizations, and civic groups; and notes of telephone contacts with such entities.

4. **Terms of Office.** Terms of office of CLG commission members shall be staggered and of at least two years' duration. Terms may not exceed four years.

Although there is no limit on the number of consecutive terms served by any one member, it is recommended that limits be set in the rules of procedure in order to seek a balance between retaining experienced members and encouraging broad participation on the commission through new appointments.

5. **Filling Vacancies.** The local appointing authority shall act within sixty (60) calendar days to fill a vacancy. The sixty-day period commences on the date of an expired term, letter of resignation, or at the time the commission chairman recognizes that there is a vacancy as defined by the commission's rules of procedure.
6. **Combining Commissions.** The CLG commission may be formed by combining existing preservation commissions, which with respect to some activities may continue to operate individually; however, any activity specifically addressed in federal CLG regulations or other activities specified by the state in the certification agreement must be handled by the CLG commission as a whole.
7. **Educational Requirement.** At least two commission members and the CLG's designated staff (see Section II.D, below) shall attend at least one informational or educational meeting per year pertaining to the work and functions of the commission or to historic preservation. Such meetings may include those sponsored by the HPO, Preservation North Carolina, the National Trust for Historic Preservation, the North Carolina Main Street Center, the North Carolina Chapter of the American Planning Association, or another local preservation organization and should be at least regional in scope (attended by several municipalities or counties).
8. **Review of National Register Nominations.** In addition to any other responsibilities delegated to it by state or local law, the CLG commission shall review all proposed NRNs for properties within the CLG's jurisdiction. (See Section VI, below, on the role of CLGs in the NRN process.)

Whenever the commission, as part of its CLG duties, is rendering its opinion as to whether or not a property being nominated to the National Register meets the criteria for listing or is carrying out other CLG responsibilities that would normally require professional expertise, and the appropriate professional discipline is not represented in the commission membership (for example, an archaeologist for reviewing the nomination of an archaeological site), the commission must seek outside expertise from persons meeting the Secretary of the Interior's Professional Qualification Standards in the field of history, archaeology, architectural history, architecture, or historic architecture, as appropriate. (See Appendix A.) A description of the arrangements the commission has made to obtain appropriate outside professional expertise in such cases must be on file with the HPO. Requisite outside expertise may be provided through